

# Lea Primary School & Wessington Primary School

working in partnership with Holloway Playgroup



Wessington Primary School



Learning, Enjoying, Achieving



Holloway Playgroup

## Lea Primary School Wessington Primary School Educational Visits Emergency Procedures

<b>Committee responsible for reviewing and updating this policy:</b>	Teaching & Learning Committee
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Date of Review:	Governor's Meeting Minute Number:	Comments:

# Lea Primary School & Wessington Primary School

## Educational Visits – Emergency Procedures

### General

Teachers in charge of pupils during a visit have a duty of care to make sure that pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualties;
- inform the emergency services and everyone who needs to know of the incident.

### Who will take charge in an emergency

The **Group Leader** will take charge in an emergency and will need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative or tour operator if one is being used.

### **Pre-arranged home contact:**

The school-based contact's main responsibility is to link the group with the school, the parents and the Local Authority (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit.

### Emergency Procedures Framework

All those involved in the school trip, including supervisors, pupils, and their parents should be informed of who will take charge in an emergency, the named back-up cover and what they are expected to do in an emergency.

### **Emergency procedure framework during the visit:**

If an emergency occurs on a visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;

- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure group members do not call home until the nature of the emergency becomes clear. It may be necessary to temporarily control access to telephones including mobile phones;
- ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the police if necessary;
- notify the British Embassy/Consulate if an emergency occurs abroad;
- inform the school-based contact. The school contact number should be accessible at all times during the visit;
- details of the incident to pass to the school-based contact should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom);
- notify insurers, especially if medical assistance is required (this may be done by the school-based contact);
- notify the provider/tour operator (this may be done by the school-based contact);
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties and should not replace usual communication procedures;
- write accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible. Contact HSE if appropriate;
- no one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area;
- no one in the group should discuss legal liability with other parties.

Group Leaders should be fully familiar with and have a copy of the Critical Incident Management Plan.

**Emergency Contact Numbers:**

**Lea Primary School: 01629 534286**

**Wessington Primary School: 01773 832748**

**DCC Hotline Number: 01629 585394 (daytime)  
01629 585123 (out of hours)**



National  
Guidance

## Visit Leader Emergency Action Card

**If an Establishment decides to adopt this 'card', it should be carried by all staff accompanying a visit.**

*It is recommended that this is printed, laminated, and also placed in first aid kits.*

### Emergency Procedure

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group.  
Make sure all other members of the party are:
  - ✓ accounted for
  - ✓ safe
  - ✓ adequately supervised
  - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
  - a. Preserve life
  - b. Prevent the condition worsening
  - c. Promote recovery

### Essential First aid:

1. casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
2. you need to try to find and stop any serious external bleeding
3. you need to protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

### Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the following information:
  - Who you are, which Establishment you are from and what your role is within the group
  - What number can you be called back on?
  - What is the nature of the emergency?
  - How many casualties there are and their status
  - The total number of people in your party
  - Your current location
  - Whether you are staying where you are or moving – if you are moving where to?
  - What time did the accident/incident happen?
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to your employer's press office.
- Inform the Foreign Office Consular Assistance Team if abroad.

### Emergency Numbers

Name	Telephone	Mobile
<b>My telephone number</b>		
<b>School/Establishment</b>		
<b>Nominated base contact</b>		
<b>Head/Manager</b>		
<b>Employer (e.g. LA) (office hours)</b>		
<b>Employer (out of hours)</b>		
<b>Emergency Services (if travelling abroad)</b>		
<b>Foreign Office Consular Assistance</b>	<b>+44 20 7008 1500</b>	